

Record Keeping Requirements

All business records, including student attendance and instructional records, instructor records, and vehicle records, shall be maintained at the main business office. Each Professional Driving School and Public School Driver Education Program shall comply with the guidelines established by the Registrar for the form, content, and retention period of required records. Forms may be downloaded from the [Driving School Applications & Forms](#) page.

All driving schools shall maintain the following records at the school's main business office:

Instructor Records

A listing of all instructors providing instruction of any kind including, but not limited to, classroom instruction or on-road instruction, must be maintained. The list shall contain the following information: name, address, telephone number, date of birth, license number, date of employment, and, if applicable, date of termination. A photocopy of a current operator's license and instructor's certificate must be maintained for each active instructor.

Student Records

A permanently bound book must be maintained with pages consecutively numbered containing a list of the names of all students who have received or are currently receiving instruction of any kind including both classroom, and/or on-road instruction. The list shall include the following information: name, address, telephone number, date of birth, permit or license number, location of instruction, type of instruction (certificate or non-certificate), and the dates that the student began and, if applicable, completed instruction.

Instruction Records

Instructional Activity Records: A specific record for each individual student receiving instruction. Records must contain the following information: name, address, telephone number, date of birth, permit/license number, location of instruction, type of instruction (certificate or non-certificate), and a chronological list of the dates of instruction, type (classroom or on-road), time, and duration, starting from the first lesson. Included must be the certified instructor's name for each segment of instruction performed and the vehicle registration used for on-road instruction. Additionally, records must contain the date, time, duration, and name of parent/guardian that attended the parent class.

Note: A standardized Instructional Activity Record is not available at this time. Please continue to utilize the format you are currently using. You must however indicate the date, time, duration, and name of the parent/guardian that attended the parent class on your Instructional Activity Record.

Instructional activity records may be electronically (computer) maintained. Electronic records must be maintained in the format approved by the Registry, and the Registry reserves the right to approve all operating systems. The school must have a reliable and redundant back-up system that will ensure safe storage with the ability to print records on request. If an Internet connection exists, a current version of antivirus software shall be required. The RMV maintains the right to require any school at any time to maintain hard copy records.

- **Classroom Instructional Sign-In Sheet:** A sign-in sheet filed chronologically by date of instruction for each student class conducted. Sign-in sheets must contain the following information: date, location of classroom, start time and end time of instruction, module and topic of instruction, and the licensed instructor's name. Sign-in sheets must contain student's printed names and signatures. Instructors are required to print and sign their name on the numbered line directly below the last student signature.
- **In-Car Instructional Sign-In Sheet:** A sign-in sheet filed chronologically by date of instruction for each in-car instructional activity conducted. Sign-in sheets must contain the following information: date, instructor's name, and vehicle registration number. Sign-in sheets must contain student's printed names and signatures indicating instructional start time and end time and type of instruction (behind-the-wheel or observation). Instructors are required to print and sign their name on the numbered line directly below the last student signature.
- **Parent/Guardian Class Instructional Sign-In Sheet:** A sign-in sheet filed chronologically by date of instruction for each Parent/Guardian class conducted. Sign-in sheets must contain the following information: date, location of classroom, start time and end time of instruction, and the licensed instructor's name. Sign-in sheets must contain parent/guardian printed name and signature and the printed name of the student they represent. Instructors are required to print and sign their name on the numbered line directly below the last student signature.

Driving schools shall issue a Certificate of Parental Curriculum Completion to each parent or guardian who completes the parent class. The certificate shall be valid for a period of five (5) years.
- **Driver Education Certification Request Form (Form C):** Driving schools shall retain a copy of all Driver Education Certification Request Forms, or equivalent, submitted to the Registry for the purpose of verifying the completion of a driver education program.

General Record Keeping Guidelines

All permanently bound record books shall reflect the name and address of the driving school. All recorded entries must be formatted as approved by the RMV. Entries on all required records must be printed in ink and in legible English. Errors are to be corrected by drawing a line through the mistake and using the next line (white-out may not be used). Every line on each page should be used with no skipping of lines or pages. Instructor, student records, and student instructional records and all sign-in sheets must be maintained and formatted as approved by the RMV. All instructor, student and instructional records, and sign-in sheets shall be permanently maintained at the main business office, including all instructor, student and instructional records, and sign-in sheets from branch locations.

The loss, theft, mutilation or destruction of any records required within these guidelines shall be immediately reported in writing to the Vehicle Safety & Compliance Services section. The report shall contain specific details about the loss, theft, mutilation or destruction of records and the owner, proprietor, or business principal shall sign the report.

Record Retention

Driving schools shall maintain all required records for at least a six (6) year period from the date any entry is made. If a driving school closes or ceases operation, it shall provide a repository for all required records to be stored for a period of not less than six years and advise the RMV in writing of the location of such a repository. If the school is sold, the records shall become the property of the new owner and shall become their responsibility for the six-year storage period.